United States Bankruptcy Court
Western District of Virginia
210 Church Ave., 2nd Floor, Room 200
Roanoke VA 24011

MATRIX PREPARATION GUIDELINES

Matrix Filing On Disc

Submitting a matrix on disc along with the printed copy will greatly enhance the accuracy and efficiency of any notice mailing. NOTE: The Western District of Virginia Bankruptcy Court requests matrix filing pursuant to LOCAL RULE 1007-2 (F). The printed copy is necessary so that the court can ensure the electronic version contains the same information. Moreover, the court can scan the paper copy in the event the disc version is not able to be processed.

You are probably already using some type of computer software or word processor to prepare the matrix. If so, with a couple of additional steps, you could prepare a disc version of the matrix and submit it along with the petition. All guidelines stated in the following section should continue to be followed.

If you are using a word processor such as WordPerfect or Word, it will be best if you prepare the matrix document as a COLUMN document with a maximum of 35 characters per column. This will help you to stay within the limits of field length. You can then set the document to be one column. Save the file to a diskette in an ASCII text file. **To save the file in ASCII text format, chose File, Save As, change the File Type to ASCII Text (on a PC formatted disc) and finish the save.** This will convert the file to the most usable format for the Bankruptcy Court. NOTE: Actual selections from your menu may differ depending on the version of software you are running. Name the file using the debtor's last name and first letter of the first name (example: for debtor John Doe the file would be **doej.txt**). For corporations, name the file accordingly.

The court reserves the right to return a matrix if any of the guidelines listed are not followed.

Preparing a Typed Matrix

1.   Always try to include **Creditor name (Last Name First), Full Address and Zip Code:**

        A.   **Doe, John, Dr.**
                  123 East Valley St., Apt 21 (Address1)
                  Roanoke, VA 24011 (Address 2)

        B.   **Sampson, Anna**
                  6518 Monument Avenue (Address 1)
                  PO Box 2456 (Address2)
                  Middle Sacksville, Nova Scotia B4E 369 (Address 3)
                  CANADA, (City)

The following website is excellent for determining the specific formatting for a given country:

http://bitboost.com/ref/international-address-formats.html

2.   List creditors in **SINGLE COLUMN.**
Each column must be left justified. (Aligned to the left of each column). Please use one of the type styles listed below:

                  Times New Roman
                  `Courier New`

3.   A **MAXIMUM** of 35 total characters and/or spaces per line.
4.   Each address cannot exceed **SIX** lines including the creditor line.
5.   Matrices are to be entered in **Initial Capital Letter** format, last name first. (Example: Doe, John)
6.   The City, State an Zip should be formatted as follows:
City, 1 space, two-letter state abbreviations (no period), 1 space, zip code.
<u>EXAMPLE:</u>

                  Harrisonburg, VA 22803
                  Lynchburg, VA 24505
                  Roanoke, VA 24011

NOTE: Use Postal Service regulations to determine punctuation. The comma is not required

after the city and it is not printed when the notice is generated at the BNC.

7.   The city cannot exceed a total of 15 characters.

8.   Single space between parties:

EXAMPLE:
>   United States Bankruptcy Court (35 maximum characters/spaces)
>   210 Church Avenue, 2nd Floor Rm 200 (35 maximum characters/spaces)
>   Roanoke, VA 24011   (City-15 maximum characters/spaces
>   1 space, State- 2 characters, 1 space, Zip)
>
>   United States Bankruptcy Court
>   116 North Main Street, Room 223
>   Harrisonburg, VA 22802

Please DO NOT:
–   **list ACCOUNT, PHONE or FAX numbers on the first or last lines of the record.**
–   **use LINED matrix guides. In the past, some offices were given a blank matrix guide sheet that had boxes drawn on it, showing the limits of where each address could be typed. The court requests that you refrain from using those any more as the drawn lines create problems when scanning the matrix.**
–   **submit a PHOTOCOPY of the matrix as some copiers darken some types that in turn creates difficulty when scanning.**

matrix on disc guidelines2.wpd
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